KReady Data Manager Webinar - Data Prep and Loading Fall 2025 - Q+A
08-12-2025

Topic	Question	Answer
Access	Where is the assessment tag to check to ensure it is attached to a User?	In the KReady System - go to the Users tab, select Open next to the User you would like to check, then on the Details tab you will see the Assessment Tag toggle and the box under that will need to be checked marked next to KRA. Quick video on How to Add the Assessment Tag to a User account manually - https://www.youtube.com/watch?v=GP0ulU18t5Q
Access	I am the data manager but I noticed that under my username it says I am inactive and there is no open tab to change it.	Please reach out to our Help Desk andTo reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.512.6446 we can make the update to your account.
Access	If teachers have been trained / used the Kready system in the past, do data managers still need to check the KReady box in the teachers' accounts?	Data Managers are encouraged to add the Assessment Tag to all teacher's to enable access of the Teacher Resources for the KRA within their Professional Development.
Access	Is there a refresher training for teachers who have administered in the past?	There will be a pop-up message for returning teachers with a short video that will help as a refresher. In addition, the PD will have the teacher training modules and the teachers can do any of those modules again as a refresher if they choose to.
Access	Can a Data Manager delete/remove a user?	A User who needs Data Manager access can only be given or removed by the Help Desk. The Data Manager must be added/removed in OEDS first before their KReady Online account can be updated/added. However, It is possible to remove a user that has the role of Teacher or Administrator from your location. Follow the steps in this video to remove a users. https://www.ohio-k12.help/kready-support/data-manager-support/#:~:text=How%20to%20Remove%20a%20User%20from%20Your%20Organization%20(1:00%20min)
Access	If I want to add a new building principal who won't be administering a test, do I want to click the assessment tag and KRA? I just want to give them the ability to see results	Only kindergarten teachers that have not been trained in the KRA or KRA-R should complete this initial training. As such the assessment tag does not need to be selected in order for administrators to access reports.

Topic	Question	Answer
Access	How can I check my access in the system and what rights I have. I noticed I did not have all the options on the left as the presenter.	You may only have Administrator access. However, if you feel your access needs to be different, we encourage you to contact your data managers for your district. To see who is listed, go to https://oeds.ode.state.oh.us/SearchOrg You can also contact the Help Desk - To reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.K12.HELP (844.512.6446)
Access	I added the principals as users and selected administrator, now I cant adjust it. Did I give them the wrong access?	It is a good idea to add your principals to the KReady Online system in the role of Administrator. They will be able to generate reports for their school to see the progress of the KRA. If you would like to contact the Help Desk we can assist you in looking at your users to see their roles listed.To reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.K12.HELP (844.512.6446)
Access	For staff that are no longer with us but are in the system, should they be deactivated or deleted?	If a user is no longer with your district, you should remove them from your district. To do that: please go to https://www.ohio-k12.help/kready-support/data-manager-support/ and check out the quick video on "How to Remove a User from your Organization"
Assessment Administration	What if we enroll a new KG student between Nov 1 and 10??	You are not required to report KRA for students who enroll after 11/1.
Assessment Administration	Can you explain the data clean up.	The data manager cleanup window is from Nov 2-10th which allows data managers to clean up any outsttanding transfer students, student demographic data, to get ready to generate the report that is sent to the State.
Assessment Administration	Should retained kindergarten students not be added for the 25-26 school year?	Correct. Retained students do not take the KRA again. Only children entering kindergarten for the first time are required to be assessed.

KReady Data Manager Webinar - Data Prep and Loading Fall 2025 - Q+A
08-12-2025

Topic	Question	Answer
Assessment Materials	Can we throw away the old KRA manuals and resources?	The old KRA kits can be securely destroyed. If you have printed the Guidelines for Allowable Supports document, it has not changed. For KRA Documentation of Secure Test Destruction go to https://www.surveymonkey.com/r/38QNH7L
Assessment Materials	How do I order additional KRA kits if needed?	Please email KRAhelp@childrenandyouth.ohio.gov Please include the district name, IRN, address, and number of kits needed.
Assessment Materials	Have the new kits been delivered to all schools?	Yes - though some were returned to us as undeliverable. Please contact KRAHelp@childrenandyouth.ohio.gov if we need to help track down your kits.
Assessment Materials	My district was to receive 122 KRA-R2 kits. We received 108. Who do I communicate with?	Please reach out to the KRAHelp@childrenandyouth.ohio.gov with your district name and IRN and we will work with you to get additional kits.
Assessment Materials	How long does it take to get the kits?	All kits have been delivered, unless it was returned because there was no one available to sign for it. Please email KRAhelp@childrenandyouth.ohio.gov and with your district name and IRN number. We can locate your order and provide the tracking number for you.
Data Loading	Where do we find the Bulk Loader templates?	The teacher, student and enrollment templates are located in the KReady Online system under the Bulk Loader, select the tab labelled Templates to download the templates needed.
Data Loading	Is there a way to find out which version our district is using? We've had a lot of turnover in staff and want to confirm.	Please reach out to the KRAHELP@childrenandyouth.ohio.gov email with your program name and IRN and we will make sure you have the information you need.
Data Loading	I had trouble entering disability code with the IEP toggled when adding a new student.	If you are having trouble adding the disability code to a student manually, you can also do a student file upload with the information for the student listed. You can also reach out to the Help Desk for additional assistance. o reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.K12.HELP (844.512.6446)

Topic	Question	Answer
Data Loading	Where would be the best place to find our teacher IDs?	Here is the link to the Educator profile lookup that will assist in finding the 2-letter & 7-digits ID: https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/
Data Loading	What is the difference between STUDENTS and ENROLLMENTS?	The student file provides the roster of students to be assessed. The Enrollment file connects the student to the correct teacher and to the correct assessment.
Data Loading	Previous data managers before have used the required fields only. Is that still acceptable? What would be the reason why you wouldn't use this template?	File load types depend on reporting needs. Certain student characteristics are required, such as IEP, ELL, Disability Code, we recommend completing the All Fields templates. The required fields template is helpful if you are doing an initial load first but use the All Fields later to ensure all data is entered for the students.
Data Loading	What if you don't have access to excel but only google sheets	It is possible to download the templates from KReady and upload them to Google Sheets for entry purpose. However, they must be exported (downloaded) from Google Sheets as CSV files and then uploaded to the KReady System. Please be sure to test this porcess to ensure it does not produce loading errors.
Data Loading	What is the risk of keeping old enrollments in the KRA system instead of unenrolling students from previous enrollments during the bulk upload process? Does that impact reporting, what the teachers see, etc.?	Enrollments are tied to specific assessment windows or school class years. It is important that the enrollments are updated at the start of each year to ensure that the correct student(s) are tied to the correct teacher(s). Data should be refreshed/reloaded to the KReady each year.
Data Loading	I appreciate this Edward. In a larger district, we have students change teachers/schools within the admin window. Is it necessary that we unenroll every student as they come and go? Or is it okay to have old enrollments tied to the student record because our students are so transient	It is crucial that the data for your location is as clean as possible. This would invovle periodically updating files to ensure that when it is time for reports to be generated there is no room for error. That is why it is recommended to review your data and potentially on a schedule (ex. bi-weekly) updated user,student and enrollment files as needed while the window is open.
Data Loading	Can you talk more about the Unenrollment file and upload process? Who should be included in the Unenrollment file- district withdrawals only or classroom/teacher transfers? Will we still see students who have withdrawn or does this delete their records?	If you would like, you can reach out to the Help Desk for further discussion on the Unenrollment file and the process. To reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.K12.HELP (844.512.6446)

KReady Data Manager Webinar - Data Prep and Loading Fall 2025 - Q+A
08-12-2025

Topic	Question	Answer
Data Loading	Do we need to load a teacher template each year, even if there are no staff changes?	We recommend that you do, but if you have verified all your users are correctly attached, you don't have to load a teacher file.
Data Loading	Can you manually tag teachers to students without using the enrollment bulk loader?	Yes, you can add/update a student manually. Please go to https://www.ohio-k12.help/kready-support/data-manager-support/ and see the video's listed under Monitoring the Assessment. There are quick 1 minute videos that show you the steps.
Data Loading	My users/teachers have a location, but no district assignment. How do I add the District assignment?	Go to https://www.ohio-k12.help/kready-support/data-manager-support/ there you will see under Monitoring the Assessment a quick 1 minute video on How to Update a User Account Manually
Data Loading	If we have a new teacher that is showing on file upload as not being able to have students assigned, how quickly will it be updated if they are working on training? Can I see status somewhere on training completion?	If an error is found, correcting in manually can be done fairly quickly. For more videos and guides, you can go to: https://www.ohio-k12.help/kready-support/data-manager-support/ Or reach out to the Help Desk To reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.K12.HELP (844.512.6446)
Data Loading	If use an SFTP process, will we still have to indicate in the KRA system that the student is transferring or will this be automatic?	SFTP is done first by enabling it in KReady then you will need to do the last two steps within your district. You can find that information in the Data Manager manual on page 59. If a student is entered into the KReady Online system with the same SSID, a transfer is automatically triggered to the previous district. For more information on Transfers, please go to https://www.ohio-k12.help/kready-support/data-manager-support/transfers/
Other	What's the help desk's phone number?	To reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.K12.HELP (844.512.6446)

Topic	Question	Answer
Transfers	Can you review the transfer process?	Transfers occur when data managers load students with the same student ID into the KReady System using the Bulk Loader. This triggers a request asking the former location to approve the transfer. For more information on Transfers, please go to: https://www.ohio-k12.help/kready-support/data-manager-support/transfers/
Transfers	Where do we see if someone is requesing a student transfer	To identify if there are transfer reqeusts for students access the KReady System and select - Transfers on the left hand navigation and select the tab "Request from Others". You can also visit the following link for additional information regarding Transfers https://www.ohio-k12.help/kready-support/data-manager-support/transfers/